

Wake Forest University



Venice Program
Student
~ Handbook ~

DIRECTORY

HOUSE ADDRESS

Casa Artom
Dorsoduro 699
Venezia 30123
Phone: 041522-2709
Fax: 041521-0277

EMERGENCY NUMBERS

General Emergency	113
Police	112
Medical	118
Fire	115
Laura Graziano	041528-7097
Laura Graziano (cell)	347-3328086

TELEPHONE CALLING-CARD ACCESS NUMBERS*

AT&T	800 172 444
MCI	800 905 825
Sprint	800 172 405/6

FREQUENTLY-DIALED LOCAL NUMBERS

*Water Taxi (Coop. San Marco)	041522-2303
*Marco Polo Airport	041260-9260
*Train Information	892021
	www.trenitalia.it
*Dr. Scatiggio (Casa Artom doctor)	041523-6692
*Dr. Scatiggio (cell)	339-4359871

*Please be prepared to speak in Italian when dialling these numbers.

Dear Students,

On behalf of our faculty and staff, WELCOME TO CASA ARTOM! We will be spending this semester together and I am sure that your stay here will offer you a memorable experience for your studies as well as for your life.

For more than 25 years, students studying at Casa Artom have acquired skills, experience and understanding both as people and professionals. Now it is your turn! Your time here will provide you with the opportunity to live in a unique city and to enjoy the beauty of Italy, but it will also provide many new challenges. Be open to new ways of perceiving and learning and remember that you have to respect different customs and rules. Difficulties of adapting to a foreign culture could be part of your experience. Prepare yourself for studies in a demanding and diverse language and in a cultural environment far from Winston-Salem. Remember that although we will give you all the help we can, the value of this experience depends essentially upon what you invest in and extract from it.

We hope that your time here will change some of the stereotypes you might have about Italy: you will see that Italy is not only a land of antique art and classical culture, but a contradictory country with wide areas of industrial growth, "unexpected" technology, contemporary architecture and inventive fashion design.

Economically, socially and politically, Italy offers striking contrasts as well. There is an industrialized north and a rural, economically less-developed south. It is supposedly a Catholic and family-oriented country but with one of the most interesting and strong women's movement in Europe.

An important part of your learning experience will take place during your travels. It is my personal hope that you will use your travel opportunities wisely to discover that within Italy there are countless worlds to explore. One hour from Venice there are cities with completely different artistic, linguistic and culinary traditions, all worthy destinations.

Please feel free to let me know if I may be of service to you in any way while you are here. Please, begin your Venetian time by reading this booklet and attending our orientation sessions.

Benvenuti, e buono studio!

Sincerely,

Dr. Laura Graziano,
Resident Director

VENICE - THE CITY

On your first days at Casa Artom, we will take you on two orientation tours through this amazing city. Together we will see the places and routes that you will become most familiar with and will give you some practical information about your daily life here in Venice.



In the meanwhile and if you're looking forward to your Venice experience and would like to know something about its topography, history, traditions and events, surf the following websites:

www.myvenice.org
www.hellovenezia.it
www.veniceguide.net

MAKING VENICE YOUR HOME

The best way to understand the city is to spend time exploring it, on foot or by vaporetto. Despite Venice's huge tourist industry, the city remains a small friendly place where if you try to speak in Italian, locals appreciate it and patiently answer your questions. There is no better way to master the language than to use it every day. Proval

TRANSPORTATION

The most convenient way to get around Venice is on foot, but there are several other methods of transportation available: the vaporetto, the gondola, the traghetto and the water-taxi (which are very expensive). Traghetto are the inexpensive gondola-ferries that shuttle passengers across the Grand Canal at a number of stations across the city. Vaporetti are the city's water-buses.

TRANSPORTATION COSTS

VAPORETTI:	€ 6
TRAGHETTI:	€ 0,50
GONDOLE:	€ 80/100
WATER TAXI:	€ 100
BUSES:	€ 1



CARTAVENEZIA

You may choose to purchase a CartaVenezia, a card that entitles you to a reduced vaporetto rate of € 1,00. The card will cost you 30 euros. When applying for the card you will need a passport-sized photo.

VENICE - DAILY LIFE

SUPERMARKETS

There are numerous supermarkets (supermercati) in Venice, but there are two near Casa Artom that are the most convenient for students and staff. Most popular and cost-efficient is *Billa*, located at the far-end of the Zattere. The other, *Punto*, located in Campo Santa Margherita, is the smaller, slightly more expensive alternative. Otherwise you can find *Coop*, a big and well-supplied supermarket very close to Piazzale Roma. Please be advised that some grocery stores do not accept credit/bank cards. Also, there is a small charge for plastic grocery bags, so keep and re-use them. To avoid long lines at *Billa*, the best time to shop is during lunch-time.



Billa and *Coop* Hours:

Mon. - Sat. 8:30am - 8:00pm (8:30-20:00)

Sunday 9:00am - 8:00pm (9:00-20:00)

Punto Hours:

9:00am - 12:50pm (9:00-12:50) and

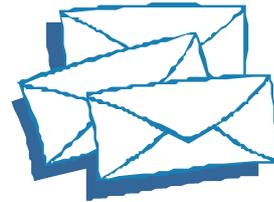
5:00pm - 7:45pm (17:00-19:45)

NEIGHBORHOOD SHOPS

Supermarkets sell almost every necessity, but neighbourhood shops may prove more convenient for single-item purchases. Steps from Casa Artom is a deli-style shop (Latteria). Over the first bridge toward the Accademia Bridge is a Tobacco shop (Tabacchi) (signified by a capital white or black "T"), which sells stamps, film, phone cards, pens, paper and other necessities.

POST OFFICES

Two post offices (uffici postali) are most frequently used by Casa Artom residents. The main post office is located just past the Rialto Bridge on the San Marco side of the Grand Canal. The other post office is located next to *Billa*, at the end of the Zattere, and is open in the morning only. Another Post Office is at Piazzale Roma.



Rialto and P.le Roma Post Office Hours:

Mon. - Fri. 8:30am - 6:00 pm

Zattere Post Office Hours:

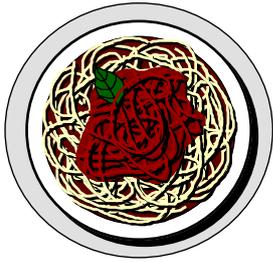
Mon. - Fri. 8:30am - 2:00 pm

PHARMACIES

Pharmacies (farmacie) are different from their American counterparts in that they sell only medication and hygiene products. They are marked by red or green crosses and take turns staying open all night. A schedule of which pharmacy is open on a specific night is posted on every pharmacy door. The pharmacies closest to Casa Artom are in Campo San Stefano and on the Rio di San Trovaso.

RESTAURANTS & BARS

Venice is filled with trattorie, cafés, pizzerie, bars, osterie and ristoranti. The names imply differences in cost and fare. Trattorie and pizzerie offer dozens of kinds of pizza and pasta dishes in a generally casual environment. Ristoranti and osterie serve pasta (primo), meat, seafood, chicken (secondo), side-dishes (contorni) and dessert (dolce) courses. Bars and cafés serve similar fare, including coffee, tea, juice, cocktails, cookies (biscotti, dolce) and small sandwiches (panini, tramezzini, toast).



DINING IN ITALY

Dining in Italy is a different experience from dining in the United States. At most establishments the service is included in the form of a cover (coperto). At more expensive restaurants a service charge (servizio) from 10-12% is applied in addition to the cover.

Another difference involves paying the restaurant bill. In Italy, it is customary for diners to spend time enjoying their meal, and to ask for the bill only when they feel ready to leave. Thus, the waiter will not bring your bill until you ask for it. He or she is not neglecting you. While you are seated, your table belongs to you. When you are ready to pay, simply ask for "Il conto, per favore." It will be brought promptly. At Bar da Gino, you customarily pay for your order as you leave. This practice varies, however, from one bar to another.

POPULAR & INEXPENSIVE RESTAURANTS

Taverna San Trovaso

Rio di San Trovaso, Dorsoduro 1016

041/520-3703 (closed Monday)

*great pizza, meringata, sgroppino and staff, historic WFU hang-out

Pizza al Volo

Campo Santa Margherita

open until 1 a.m. daily (closed from 16:00-17:00)

*Pizzas to go, whole or by the slice.

Inexpensive and very good

La Zucca

Ponte del Megio, San Polo 1762

041/524-1570 (closed Sunday)

*vegetarian fare, fun atmosphere

Alle Oche

Calle del Tintor, Santa Croce 1459

041/524-1161 (closed Monday)

*50 pizza types, homey, small, student hangout

UNIVERSITY OF CA' FOSCARI CAFETERIAS ("Mensa")

If you're looking for a good cheap meal, (and you have your university card with you), you can go to one of the three cafeterias of the University of Venice Ca' Foscari located in different parts of the city, with which Casa Artom has a special agreement:

- **Mensa Badoer**, near the Frari (11:30-15:00);
- **Mensa Rio Novo**, near Campo S. Margherita (11:30-15:00; 18:30-20:30);
- **Mensa Risto-DLF**, at St. Lucia railway-station (12:30-14:30; 18:00-21:00).

In the first two cafeterias, besides the self-service, there is also a pizzeria-paninoteca, where you can have pizza and special sandwiches.



CURRENCY EXCHANGE

You can get local money by using ATM cards. Students may withdraw money from numerous machines (locally called Bancomat) throughout Venice and Italy.

TEMPERATURE

In the summer bring light clothes; there is no air conditioning in the house. In wintertime the Casa Artom temperature is kept at about 20° C (68° F), so bring appropriate clothes; the humid air and marble corridors can be quite chilly, so have socks and a sweater!

RECREATIONAL FACILITIES

THE UNIVERSITY SPORT CENTER (C.U.S.)

You may choose to join the Ca' Foscari Sport Center that gives Wake Forest students access to its various facilities including a fitness center, swimming, basketball, volleyball, soccer, tennis, judo, kayak, and rowing.



GYMS

There are several health clubs (palestra) in Venice, the closest one of which is Palestra Club Delfino, located on the Zattere. A three-month membership (iscrizione) costs around € 145 (WFU students can get a special 15% discount).

Palestra Club Delfino

Dorsoduro 788/a, 041/523-2763

Mon. - Fri. 9:00am - 10:00pm

Sat. 9:00am - 12:00pm, Closed Sunday

Fitness Point

Castello 6141, 041/5209246

fitness.point@libero.it

Mon. - Fri. 09:00am - 09:00pm

Sat. 9:00am - 12:00pm,

Sun. 11:00am - 12:00 am

CULTURAL EVENTS

Every month you will receive a newsletter with a list of cultural events in the area and each week you will receive the film schedule. Both will also be advertised on the bulletin board in the main hall of the house.

UPON ARRIVAL & FIRST WEEKS

KEY DEPOSIT

Upon arrival at Casa Artom the Student Assistant will give all students a key to #699 Dorsoduro and the students will be required to pay a key deposit of \$50 or 50€. This deposit will be returned at the end of the semester in the currency you gave upon return of the key.



INSURANCE (ASSICURAZIONE) AND RESIDENCY PERMIT (PERMESSO DI SOGGIORNO)

Although all students have their own insurance in the United States, an additional amount is required of anyone staying in Italy for more than ten days. All visiting residents must fill out a small insurance form and take it to any post office with €50, the current insurance rate.

By Italian law, any visitor staying longer than ten days must file a *Permesso di Soggiorno*. As of January 2007 all former rules have changed: the office in charge is now the Post Office and the cost of the study permit amounts to 73 euros.

During **the second week** of your arrival at Casa Artom, Laura and Roberta will show you how to secure both the insurance and the study permit. Please note that the total charge you have to pay is **123 euros** for both your required insurance and residency permit.

ACADEMIC PROGRAM

The academic program at Casa Artom consists of four main courses per semester, including courses in Venetian Art History taught by Prof. Maria Agnese Chiari, Italian Literature and Italian Language taught by Prof. Shaul Bassi.

FACULTY

Dr. Dean Franco, Resident Professor, Fall, 2009.

Dr. Agnese Chiari

Prof. Chiari is a very well known art historian who has taught at Wake Forest for over twenty years. She is an acknowledged expert in Renaissance prints and has published a number of books on this subject.

Dr. Shaul Bassi

Prof. Bassi has taught at Wake Forest for ten years. He is also professor of literature at the University of Venice Ca' Foscari. His publications include books on Renaissance and postcolonial literatures.

Prof. Paolo Venerando

Prof. Venerando has collaborated with the Casa Artom of Wake Forest University for many years. He teaches Italian Language and Culture at the Dante Alighieri Society and for other American Universities.

STAFF

Casa Artom has hard-working and friendly staff members who not only keep the house running smoothly but are a vital part of Casa Artom life.

Dr. Laura Graziano, Resident Director

Laura organizes and runs the daily house activities and deals with current and legal administration. She also serves as a coordinator between the faculty, staff, students, and cultural activities in the house and in the city.

Dr. Roberta Cimarosti, Program Asst.

Roberta helps students understand and cope with the bureaucratic, cultural, and practical everyday situations in Venice. She helps in organizing cultural events, getting the "residency permit" (*permesso di soggiorno*) and oversees the library.

Massimo Basso, Handyman

Massimo oversees the grounds and all machines at Casa Artom, i.e., printer, fax and copier. Should you need paper, refills, or toner, ask him. Massimo is also responsible for the daily upkeep and functioning of the House.

Chetti Bettio, Housekeeper

Christi Pulluckkuti, Housekeeper

They work three hours a day in the morning and do their best to keep Casa Artom clean and comfortable and to make you feel at home. Remember that Casa Artom is a real *casa* and not a hotel.

POLICY

KITCHEN

The kitchen is communal. It is therefore of paramount importance that each student is responsible for cleaning up every utensil and area that he or she uses. The student assistant posts and oversees the kitchen-duty schedule, which includes all duties carried out by two or three students per week, on a rotating schedule. These duties include cleaning and putting all dishes away, cleaning the stove, microwave, and countertops, and taking out trash and recycling. Students must recycle when possible, and all must take care to throw out all garbage and food as it goes bad. To allow the kitchen floor to be cleaned, the kitchen is off-limits from 9 to 10 am each day.

Cooperation in these matters is a sign of respect for both your colleagues and the staff's work. Out of consideration for the upstairs residents, the kitchen must be clean and quiet by 11 pm every night.



Please take no dishes, glasses or utensils outside the kitchen and dining area. Also avoid leaving your own belongings (including study materials) in communal areas; please return these to your room when you are not using them.

EATING

Eating is permitted **only** in the dining room, kitchen, and on the terraces. Food is not permitted in other places through the house. (Ants can become a problem!)

ALCOHOL

As all of you are aware, there is no drinking age in Italy. This does not mean that you should take this opportunity to explore drinking in excess because you can. All students are expected to approach this potentially new freedom with respect for each other and yourself. Wine is regularly drunk with meals in Italy. As this will be new to many of you, it is strongly suggested that you approach this carefully until you are familiar with how and to what extent it will affect you.

When you do go out, please keep in mind that although there is no drinking age in Europe, it is considered unsociable and rude to get drunk. It is, of course, also dangerous to walk through any city inebriated and alone. Please, if you do choose to drink, do so responsibly. Remember, you are representatives of Wake Forest and of the United States, and people will be aware of your behavior.



DRINKING IN ITALY

As there is no drinking age in Italy, people are able to drink when and what they like. It is thus common to see Italian students and young adults sipping beer or wine in a bar. However, it is uncommon to see an Italian drunk. Drunkenness is sadly and most-frequently associated with foreigners, especially Americans. Again, please drink responsibly.

ROOMS

Rooms are dusted and your linens changed once a week. The day will be announced in the first week. On this day please make sure your bed is cleared of all belongings and that your room is organized enough to be cleaned around.

SMOKING

Smoking is not permitted inside Casa Artom although it is allowed in the courtyard. If you do smoke, please keep the area in which you do clean and free of any smoking remains. The staff reserves the right to suspend smoking privileges should litter become a problem.

SECURITY

Each student is responsible for the guests he or she invites to the house. Current security situations require that you be very, very careful about whom you choose to invite into the house. If someone rings the doorbell that you do not know, refer them to one of the staff members. In no case should you allow someone you do not know to enter Casa Artom and wander around the house unescorted!!

When leaving your room, even for short trips, it is wise to close all windows as it can rain in. Please make sure that by night all doors are closed including the water-gate leading to the boat dock.

GUESTS

While family and friends are welcome to visit residents during the day, they are not allowed to stay overnight in any part of the house. All guests except those of the resident professor must leave Casa Artom by midnight. The staff can recommend nearby accommodations in all price ranges for guests visiting residents.

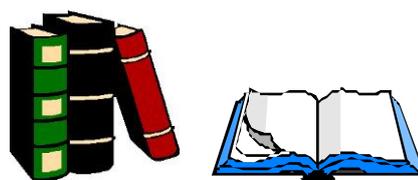
LAUNDRY

The laundry is open from Saturday to Wednesday. It is equipped with two European washing machines and a dryer. The washing machines take longer than American machines, up to two and a half hours, and can accommodate only small loads. Please read all instructions carefully before using these machines. Laundry detergent is provided by Casa Artom. An industrial washing machine is also in the laundry but is for the maids' use only and may not be used by students at any time. On Thursdays and Fridays the laundry space is closed to allow the housekeepers to wash, dry and change linens and towels. Make sure that by Wednesday night you that none of your clothes are in the laundry.

LINENS

Sheets and towels are provided and changed once a week by Casa Artom staff. If residents need sheets or towels for travel, the beach, or the gym, these must be purchased.

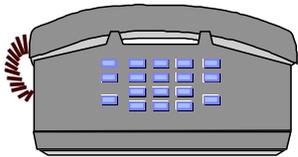
LIBRARY



The Casa Artom library is an extension of the Z. Smith Reynolds Library in Winston-Salem. The books in the library are catalogued on-line like all other Wake Forest library books. Guides to use of the on-line system are available in the library. You should use the utmost care when removing library books and write down the borrowing data required in the appropriate sheet provided. Re-shelving will be done by the Program Assistant. Residents will be held responsible for lost or damaged books.

TELEPHONE

If you need to call the main campus of Wake Forest, you can use a special telephone in the library which has a direct line. Local calls within the 041 area code (Venice) are free of charge at Casa Artom. Residents must dial "0" to obtain an outside line. Casa Artom has one phone line for student use, shared by three phones. To transfer a call from one phone to another within the house, press the "R" button to the right of the dial pad, and dial either 41 for Dr. Graziano's office, 42 for the library, or 43 for the upstairs, then hang up the receiver. These directions are on every phone.



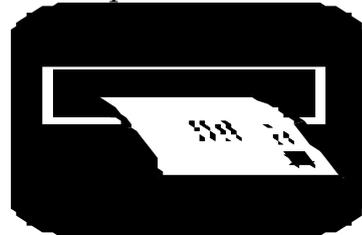
To call other parts of Italy or any Italian cell phone number, students must use a pre-paid local phone card (schede telefoniche prepagate), for sale at any Tabacchi. To call internationally, a calling-card from one of three American phone companies (AT&T, MCI, Sprint), or a pre-paid international phone card from the Tabacchi must be used. Pre-paid U. S. phone cards do not work.

FAX

Casa Artom has a fax machine that is available for student use. Faxes sent are charged according to clicks (scatti) counted on the counter behind the fax machine. Each click costs € 0,10. Please remember to write down the number of clicks on the fax logbook. Before sending a fax, please read the instructions posted on it. The Program Assistant is in charge of collecting money by the end of the semester.

SENDING MAIL

Stamps may be purchased at any Tabacchi. If sending to the United States, ask for "francobolli per gli Stati Uniti." Postcards and regular letters require the same amount of postage. If the letter is heavier or larger than normal, it must be weighed at the post office.



Place letters and postcards in the red "poste" boxes located on the building walls near most Tabacchi, in the slot marked "tutte le altre destinazioni," or in the blue "poste" boxes for international mail only. Letters take anywhere from five days to two weeks to reach their destination.

RECEIVING MAIL

Mail arrives at Casa Artom daily, in the morning, in the box on the door of #699. Be aware of the blue student mail box in the library. Also be warned that the mail system in general is not 100 percent secure, and you take a risk by sending valuable items. FedEx, while more expensive, is more reliable.

PACKAGES

Students are strongly advised not to send any package to Casa Artom. The importation rules are very complex and restrictive, and most packages are subjected to customs tax and complicated procedures. Delivery is also unreliable. The customs fees are very high and are to be avoided if at all possible. More discussion of this will be done prior to your departure for Italy.

There are two categories of articles in particular you should not send:

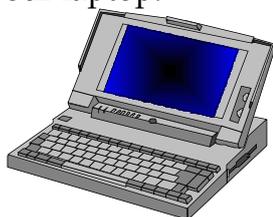
1. Any article that is in direct contact with the person and therefore requires a "sanitary" visa (such as cosmetics or medicines).
2. New clothing or even clothing that could be perceived as new above 5 pieces.

Please note that the list of restrictions is much longer. You can check it at the FedEx website: www.fedex.com

The only things you can easily send and receive are personal effects, including used books, in which case the package is withheld at the customs office until you have sent a detailed declaration of the package contents and a copy of your passport. Casa Artom cannot assure that all the packages will be cleared through customs and all the procedures followed. You will need to take care of these issues related to consignment of packages yourself, so in general it is advisable to avoid shipping things to yourself if at all possible.

COMPUTERS & E-MAIL

Students should bring their own lap-tops with them while in Venice. A central hub in the library is connected directly to the Wake Forest computer system. The wireless hub can accommodate up to 24 computers at a time for on-line research and e-mail. Casa Artom has wire-free Internet connection throughout the house and on the outside terraces. One student is in charge of the PCs for any problem related to your laptop.



WEEKLY MEETING

A weekly meeting of all students, Faculty Director, Laura Graziano and Roberta Cimarosti is held on Monday afternoons. All students are required to attend to facilitate communication.

MEDICAL CARE

Dr. Laura Graziano is responsible for any medical issues concerning all Casa Artom students. Please refer to her in all cases. For primary medical care, Casa Artom recommends an English-speaking doctor, Doctor Marco Scattiggio. Please note that all medical visits and check-ups, cost either 70 or 100 euros depending on whether you go to the doctor or if he comes for a house-call. Often your doctor's fees can be reimbursed by your American insurance upon your return, but this varies from policy to policy. In case of a hospital stay, your Italian insurance (see INSURANCE AND RESIDENCY PERMIT above) covers all the expenses. Dora Levis is a psychologist/counsellor that is available for students to speak with. She can be reached by calling 5206936 (you can also speak to Laura about setting up an appointment).

BREAKS

During academic breaks all students should leave the house for travel unless the Resident Professor or Director gives students different instructions. Casa Artom staff uses this time for necessary maintenance work that cannot be accomplished with students in residence. The Resident Professor or the Student Assistant must be the last ones to leave the house before the break begins and the first ones to return before the break finishes. In case of an emergency during the break, of course, students should notify both the Resident Director Laura Graziano and the Resident Professor

David Hagy and return to Casa Artom.

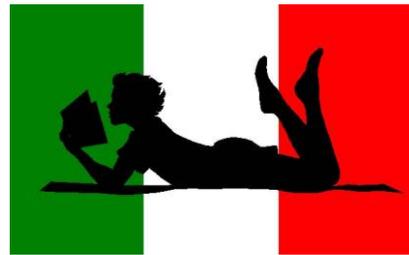
EXPECTATIONS OF STUDENTS

Life at Casa Artom is delightful, but this experience of a lifetime can be undermined by the thoughtless or immature behavior of one individual. It is expected that you will act in a responsible and mature manner during your semester here. In the case of severe disciplinary problems, Dr. Hagy has the right to dismiss from the program any student whose behavior:

1. presents a clear danger to him/herself or to other members of the community;
2. is physically aggressive, destructive of property, or violates the dignity or rights of others;
3. violates laws and regulations, including those that relate to use, possession or distribution of drugs or distilled liquor;
4. disrupts the educational function of the program, or is otherwise detrimental to its operation.

Please remember that you signed an HONOR CODE when you enrolled at Wake Forest, which is still in force during your stay here in Venice. For serious infractions of house rules:

1. breaking one rule for the first time: you will be given a warning;
2. breaking a rule for the second time: you will be reported to the honor council;
3. breaking a rule for the third time: you will be sent home and you will lose the credits for the semester.



ENJOY CASA ARTOM, VENICE,
AND YOUR SEMESTER ABROAD!